




Importing Images into Workspace

From Microsoft Word

With the clipart in your Word document, you can do one of a few things to get them into Workspace. You can either copy and paste them into the workspace page (Ctrl + C to copy, then Ctrl + V to paste) OR click **Edit > Copy** in Word, then open Workspace and click the icon at the bottom left of the screen that

looks like a clipboard  (the paste button).

Using the Workspace Gallery

You may also want to consider adding these things to the **Workspace Gallery**. Once you have an image in Workspace, click on it once and click on the  button located a few buttons to the right of the paste button. Choose a location to save it in (you may want to create a new folder) and click save. Now you'll be able to easily access this file from within workspace by clicking the Gallery tool  (if this isn't on your toolbar, you should be able to find it in the toolbox).

There is also a bank of images in the Workspace Content package that is available online at ([here](#)). Once you've downloaded and installed this package, click on the gallery button, then click **File > Build Gallery Database** and you'll be ready to go. The files are all organized by subject.